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**EQUAL OPPORTUNITY REPRESENTATIVES (EORs) WORKSHOP FOR TY03
AND EQUAL OPPORTUNITY TRAINING REQUIREMENTS**

1. REFERENCE: NGR (AR) 600-21, Equal Opportunity (EO) Program in the ARNG, 14 September 2001

2. EQUAL OPPORTUNITY REPRESENTATIVES (EOR) WORKSHOP FOR TY03

a. IAW the above references, the Human Relations Equal Opportunity (HR/EO) office is responsible for the sustainment training of the Equal Opportunity Advisors (EOAs) at MSC level, and the Equal Opportunity Representatives (EORs) at battalion level and below.

b. The STARC HR/EO section will conduct one-day workshops for each MSC. The workshop will consist of an 8-hour block of instruction including the following topics: The ARNG EO Program, Roles and Responsibilities, Complaint Procedures, Prevention of Sexual Harassment, and Diversity.

c. Request MSCs provide one primary and one alternate date, and a training location, to train the EOA, and the EORs within their command for TY-03. All responses should be addressed to G1-DPCS ATTN: CW4 Ralph Cwieka NLT 3 December 2002.

d. This training is directed to be conducted annually, and must be scheduled on units YTG/YTC IAW FM 25-100/25-101.

e. Administrative and logistical support is required from each MSC to support this training.

f. Individuals may be in IDT, SUTA or ADSW status, at commander's discretion.

3. EQUAL OPPORTUNITY TRAINING REQUIREMENTS

a. Equal Opportunity training requirements that must be conducted annually for all soldiers are as follows: a minimum of one hour of general Equal Opportunity training, and a minimum of one hour of Prevention of Sexual Harassment (POSH) training. The training sessions may be conducted back to back, but must remain separate and distinct (IAW NGR 600-21, para 2-10). The unit EOR will prepare and assist the commander in the conduct of EO and POSH training.

b. Training must stay contemporary. There are times when different issues will be of local/ARNG-wide importance and mandate special attention by unit commanders. Unit training will be interactive; discussion based and will focus on:

- (1) ARNG and local command policies on EO, affirmative actions and POSH.
- (2) Objectives of the ARNG EO Program.
- (3) Objectives of Affirmative Action and Affirmative Action Plans (AAP)
- (4) What are appropriate and acceptable behaviors that lead to cohesion and teamwork.
- (5) What will not be tolerated as that which undermines the mission.
- (6) The impact of individual and institutional discrimination on mission accomplishment.
- (7) Identifying, dealing with, preventing, and eliminating racial and ethnic discrimination and sexual harassment.
- (8) Legal and administrative consequences applicable to individuals participating in acts of discrimination and sexual harassment.
- (9) Individual responsibilities (of both males and females) concerning equal opportunity and prevention of sexual harassment.
- (10) The importance of honest and open interpersonal communications in promoting a healthy unit climate.
- (11) Unit Climate Assessment: what it is; what it is used for; what makes it important.

c. The chain of command and other leaders will be present and participate in unit EO sessions.

d. Training will be documented on the unit training schedule and attendance recorded for each session. Lesson plans or T & EO's are to be developed for each block of instruction.

4. POC is DPCS HR-EO, LTC Loretta Thomas/CW4 Ralph Cwieka, 609-562-0668.

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